



JOB DESCRIPTION

Job Title:	Assistant Programme Officer
Job Reference No:	
Programme:	CCB
Grade:	E
Line Manager:	A Senior Programme Officer within the CCB Programme

MAIN PURPOSE OF THE JOB

The person appointed will support the work of the *Climate Change and Biodiversity (CCB) Programme*. The Programme aims to provide authoritative information to decision-makers on matters where the issues of climate change and biodiversity conservation intersect. The main purpose of the job is to provide administrative, organisational and technical support to the implementation of a range of projects on the impacts of climate change on biodiversity and on the role of ecosystems in climate change mitigation and adaptation.

KEY AREAS OF RESPONSIBILITY

The key areas of responsibility are to

- Provide administrative and organisational support to CCB projects through such activities as compiling administrative and financial reports, organising meetings and liaising with partners.
- Provide technical support to CCB projects through such activities as reviewing scientific and policy literature, organising data input to databases and drafting reports.
- Contribute to project development and fundraising.
- Contribute to the operation and administration of the CCB Programme and of WCMC as a whole.
- Extend your own knowledge scientific and policy issues relevant to the work of the Programme.